

Arc Theatre Space Hire Request Form

First Floor, The Malthouse Studios,

62-76 Abbey Road, Barking, Essex IG11 7BT

tel: 020 8594 1095 email: nita@arctheatre.com

contact: General Manager: Nita Bocking visit: www.arctheatre.com

I hereby apply, subject to the Conditions of Hire, for the use of facilities at Arc's space at The Malthouse Studios. (Please complete this form in block capitals)

Date of enquiry:	
Organisation:	
Contact person and position:	
Postal address with postcode:	
Telephone number:	
Mobile number:	
Fax number:	
Email address:	
Have you booked space with Arc before?	
If not, how did you hear about us?	

Purpose of hire:	(eg rehearsal, meeting, training, conference, performance, exhibition, screening, breakfast/lunch/evening reception, club meeting, workshop, celebration, private event, other)
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Dates requested:	
Number of days if more than one:	

Times required: (please include set-up and clean-up time as appropriate)	(please provide full details if more than one day)		
Room/s requested: (*see room specs/participant numbers below)	Studio 1 Breakout Room	Studio 2	Meeting Room
Room set-up required:	Clear space Dining Circle	Theatre Classroom	Boardroom Horseshoe
Number of participants:	Adults	Young people	
Furniture request:	Number of chairs: Number of tables:		
Kitchen facility:	Yes (charge may be applicable)		No
Catering required: (menus and charges on request)	Breakfast Coffee/tea	Lunch Water/juice	Supper Fruit/snacks
Will you be serving alcohol?	Yes	No	
Equipment required: (charges applicable)	TV/Video OH projector Flip chart Tablecloths Arc staff/hosts	TV/DVD Screen Name tag table Flowers	Stereo system Mic/PA Display boards Security
Any other specific requirements:			

Extra costs will be incurred if hire period is exceeded.

*Room specifications/participant numbers:

Studio 1

1,324 sq ft

- Approx 100 participants standing
- 80 participants seated theatre style
- 70 participants seated on round tables

Studio 2

795 sq ft

- Approx 90 participants standing
- 70 participants seated theatre style
- 60 participants on round tables

Meeting Room

295 sq ft

- Approx 30 participants standing
- 20 participants seated

For Arc use only

Booking taken on behalf of Arc by

Date received

Booking confirmed by hirer?

Invoice number Dated

Contract received?

Comments: